

# ATTENTION: ACTION REQUIRED



To continue receiving your paycheck through Direct Deposit you **MUST** enter your Direct Deposit details using the Hawaii Information Portal

## DEPARTMENT OF EDUCATION EMPLOYEES

Enrollment period:  
December 3, 2018 to  
December 14, 2018



### You will need:

- Hawaii Information Portal User ID and Password Letter
- Checking/Savings Account Number
- 9-digit Routing Number (Bank or Credit Union)

Enroll Online  
Using a  
State-Networked  
Computer at  
[HIP.hawaii.gov](http://HIP.hawaii.gov)

**OR**

If you do **NOT** have access to a State-networked computer, you may attend a Direct Deposit Enrollment Drive. See locations below:

For more information visit: [ags.hawaii.gov/HawaiiPay](http://ags.hawaii.gov/HawaiiPay)

For assistance, please contact the Hawaii Information Portal Service Center at (808) 201-SERV [7378] or email [HIP@hawaii.gov](mailto:HIP@hawaii.gov)